

**MINUTES**  
**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**COUNTY GOVERNMENT CENTER BOARD ROOM**  
**101 MOUNTS BAY ROAD, WILLIAMSBURG, VA 23185**  
**September 12, 2023**  
**5:00 PM**

---

**A. CALL TO ORDER**

Mr. Icenhour called the meeting to order at approximately 5:40 p.m. following recess of the James City County Board of Supervisors Regular Meeting.

**B. ROLL CALL**

James O. Icenhour, Jr., Vice Chairman, Jamestown District  
John J. McGlennon, Roberts District  
Ruth M. Larson, Berkeley District  
Michael J. Hipple, Powhatan District  
P. Sue Sadler, Chairman, Stonehouse District - absent

Scott A. Stevens, County Administrator  
Adam R. Kinsman, County Attorney  
M. Douglas Powell, General Manager

**ADOPTED**

**OCT 10 2023**

**Board of Directors  
James City County, VA**

**C. PRESENTATION(S)**

None.

**D. PUBLIC COMMENT**

1. Mr. Mike Sloan, 2527 Manion Drive, addressed the Board referencing the James City Service Authority's (JCSA) July 18, 2023, correspondence which addressed its decision to terminate the existing grinder pump agreement. He noted he was speaking on behalf of other residents at their request. Mr. Sloan highlighted points of the County's original offer from the 1990s to landowners regarding perpetual grinder pump maintenance in exchange for cash. He referenced material from 2005 that was supplied to Board members. Mr. Sloan suggested the grinder pump agreement address long-time residents who were currently senior citizens, adding JCSA should hold true to its original commitment to County citizens 25 years earlier. He thanked the Board.
2. Mr. Jay Everson, 6423 Chancery Lane, addressed the Board referencing JCSA's changes to regulations governing the utility service and water bills. He thanked the Board.
3. Ms. Gretchen Lovelace, 3318 Derby Lane, addressed the Board referencing the grinder pump service agreement. She questioned the changes and noted she had received no correspondence regarding the agreement since 2006 until the current changes nor had a public hearing occurred. Ms. Lovelace thanked the Board for its consideration.

**E. CONSENT CALENDAR**

1. Minutes Adoption

A motion to Approve was made by Ruth Larson, the motion result was Passed.

Ayes: 4 NAYS:0 ABSTAIN: 0 ABSENT:1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

The Minutes Approved for Adoption included the following meetings:

-July 11, 2023, Regular Meeting

**F. PUBLIC HEARING(S)**

1. Easement Abandonment - Country Club Villas at Ford's Colony - 1051 Saint Andrews Drive, 1000 Eaglescliffe and 1101A Eaglescliffe

A motion to Approve was made by John McGlennon, the motion result was Passed.

Ayes: 4 NAYS:0 ABSTAIN: 0 ABSENT:1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Mr. Powell stated the details of the easement abandonment request by Eaglescliffe I Condominium Association, Inc. and Country Club Villas at Ford's Colony, LLLP, owners of the parcels associated with the easement. He noted staff recommended approval of the resolution authorizing the easement abandonment.

Mr. Icenhour opened the Public Hearing.

Mr. Icenhour closed the Public Hearing as there were no speakers.

**G. BOARD CONSIDERATION(S)**

1. Contract Award - \$184,450 - Water Storage Tank Maintenance

A motion to Approve was made by Ruth Larson, the motion result was Passed.

Ayes: 4 NAYS:0 ABSTAIN: 0 ABSENT:1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Mr. Powell stated the details of the contract award for maintenance services for JCSA's water storage tanks and related buildings. He noted Minoan Industrial, LLC was awarded the contract. Mr. Powell noted staff recommended approval of the resolution authorizing acceptance of the contract award.

2. Contract Award - \$125,985 - SCADA Software Maintenance

A motion to Approve was made by Ruth Larson, the motion result was Passed.

Ayes: 4 NAYS:0 ABSTAIN: 0 ABSENT:1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Mr. Powell addressed the Board noting JCSA's use of Rockwell's TechConnect software for its SCADA (Supervisory Control and Data Acquisition) functions. He noted the contract was up for renewal and cited the details of the contract renewal. Mr.

Powell stated staff recommended approval of the resolution authorizing acceptance of the contract award.

### 3. Sanitary Sewer Discharge Emergency Routing Agreement

A motion to Approve was made by Ruth Larson, the motion result was Passed.

Ayes: 4 NAYS:0 ABSTAIN: 0 ABSENT:1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Mr. Powell stated the details of the Five Forks Water Treatment Plant Discharge Agreement. Mr. Powell stated staff recommended approval of the resolution authorizing the Agreement.

Mr. McGlennon questioned the location of the connection with the Hampton Roads Sanitation District (HRSD).

Mr. Powell noted additional infrastructure would be installed at the Five Forks Water Treatment Plant. He added a nearby connection would use the existing pipelines leading to HRSD's Williamsburg Water Treatment Plant.

Mr. Hipple questioned if this Agreement was only for emergencies and not long-term use. He noted concerns regarding corrosion of the pipelines.

Mr. Powell noted this Agreement only addressed emergency use.

### 4. Contract Award - Underground Utility Locating Services

A motion to Approve was made by Ruth Larson, the motion result was Passed.

Ayes: 4 NAYS:0 ABSTAIN: 0 ABSENT:1

Ayes: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

Mr. Powell noted Shentel Telecommunications Company was expanding into James City County and the number of utility tickets for VA811 (formerly Miss Utility) exceeds JCSA's capacity to meet the timelines for the tickets as required by the law. He added this was true even with the addition of a full-time locator position. Mr. Powell stated the details of the contract award. Mr. Powell stated staff recommended approval of the resolution authorizing acceptance of the contract award.

Ms. Larson asked if JCSA was still unable to keep pace with the underground utility tickets even with an additional staff member.

Mr. Powell noted at times that was the case. He further noted he did not foresee the need for continued services regularly, but wanted backup as periodically needed.

### 5. Grinder Pump Service Agreement

Mr. Powell noted earlier in the year he had indicated to the Board of his intention to discontinue the grinder pump maintenance program in five years. He further noted a conversion of grandfathered customers to paying customers until the end of the five-year period. Mr. Powell indicated additional changes to the program included primarily coverage for the pump and motor only with customers limited to two pump and motor replacements during that five-year period. He noted 499 customers who currently paid for the agreement had received letters as well as 108 customers who were grandfathered. Mr. Powell further noted as of that morning agreements had been received from 329 of the 499 paying customers, which equated to

approximately 67%, and 57 of the 108 grandfathered customers, or approximately 52%. He added the grandfathered customers had not received bills at this time but were slated for billing in their October billing. Mr. Powell noted the Board had expressed a desire for more discussion on the grandfathered customers over the past few weeks and thus had been placed on the Agenda for Board discussion and/or feedback.

Mr. Hipple asked about further review and a possible timeline to present additional information to the Board.

Mr. Powell replied he did not think many other localities offered this type of service. He added he could contact those utilities regarding their services. Mr. Powell noted he had a regional utilities directors meeting in November and would be able to place this item on that meeting's Agenda for further discussion. He further noted he could share that information with the Board in early 2024.

Mr. Hipple asked if there was a date between those times that a question-and-answer session could be held for the public.

Mr. Powell replied yes if the Board requested a public information session for questions and answers that could be done.

Ms. Larson thanked Mr. Powell for that consideration. She noted most of the grinder pumps were located in two districts and referenced constituent comments regarding their grandfathered status. Ms. Larson noted more discussion and a possible option for 2028 when the five-year term ended. She further noted additional aspects for consideration.

Mr. McGlennon asked for clarification that consideration of the program implementation only addressed customers who had already signed agreements.

Mr. Powell noted his understanding was this only applied to grandfathered customers. He further noted a continuation of the agreement for customers currently paying for it.

Mr. Icenhour agreed the plan to gather more information and share it with the public was the right path as the process unfolded. He stressed that JCSA was different from the County government with the County government having multiple sources of revenue. Mr. Icenhour noted JCSA was an agency of business that provided services with its sole revenue generated from the charges for those services. He stated he would like some information on what the five-year time period would cost in addition to information from other jurisdictions.

Ms. Larson stressed this was a utility and not supported by tax dollars.

Mr. Icenhour inquired if Mr. Powell had enough instruction to move forward.

Mr. Powell noted he would establish a date for a public meeting and send a letter to all 108 grandfathered customers with information on the date of that public meeting. He added the letter would also indicate those customers were considered grandfathered under the agreement until further notice. Mr. Powell asked the Board if the grandfathered customers would remain so under the current agreement or to the revised agreement which limited JCSA's liability to only the pump and motor with two replacements to the pump and motor in the five-year time period.

The Board's consensus was for agreement No. 2.

## **H. BOARD REQUESTS AND DIRECTIVES**

None.

**I. GENERAL MANAGER'S UPDATE**

Mr. Powell noted he had no updates.

**J. ADJOURNMENT**

1. Adjourn until 5 pm on October 10, 2023 for the Regular Meeting

A motion to Adjourn was made by John McGlennon, the motion result was Passed.

AYES: 4 NAYS: 0 ABSTAIN: 0 ABSENT: 1

AYES: Hipple, Icenhour Jr, Larson, McGlennon

Absent: Sadler

At approximately 6:01 p.m., Mr. Icenhour adjourned the Board of Directors.

*Teresa J. Saeed*

---

Deputy Secretary